



Phone : 2551-3452 (College)
2551-3202 (Ashrama)

Minutes and Action Taken Report : IQAC Meeting held on 11th October
2020

A meeting of IQAC was held online over Google Meet on 11/10/2020 at 3 pm. It was presided by the Principal, Pr. Bhaswaraprana.

Agenda:

1. Confirmation of minutes of the last meeting.
2. TC subcommittees
3. Website
4. Puja vacation
5. Miscellaneous

Members present

1. Pravrajika Bhaswaraprana (Chair)
2. Pravrajika Vedarupaprana
3. Dr. Chaiti Mitra
4. Dr. Gargi Gangopadhyay
5. Dr. Bidisha Chatterjee
6. Smt. Debrupa Das
7. Smt. Tanju Datta
8. Dr. Saheli Roychoudhury
9. Smt. Parama Sarkhel
10. Pravrajika Amritarupaprana

The meeting began with confirmation of the minutes of the meeting with Heads of Departments and members of the Examination committee. The coordinator reported smooth conduction of Part III exams.

The following items were discussed:

1. Convenor of the Research sub committee, Dr. Saheli Roychoudhury reported that the process of granting the college-sponsored research grant to Smt. Visaka Bloane could not be completed as the previous grantee, Dr. Sanghamitra Mukherejee, had not submitted her completed project and accounts. Dr. Mukherjee was asked to join the meeting at the Principal's request, and was asked to submit the relevant documents at the earliest, following which the grants to the next awardee would be released.
2. The coordinator, Dr. Chaiti Mitra mentioned the difficulties in data collection for AQAR and AISHE and NIRF reports, and recommended the need to allow the TC subcommittees to work in a more independent and organized way. After much discussion, the following recommendations/resolutions were made:
 - a) All TC and subcommittee meeting notices are to be countersigned by the Principal and TC secretary.
 - b) The Principal /Vice Principal and TC secretary will meet the TC sub committees at the start of the academic session for planning, and periodically (preferably every 2 months) for follow up.
 - c) Minutes of the meetings to be shared with IQAC.
 - d) All subcommittees will submit a report of activities to IQAC for facilitating the AQAR and other annual reports.
 - e) In case of any dispute, the matter may be forwarded to IQAC. If still unresolved, it will be placed before the Managing Committee.
3. Dr. Gargi Gangopadhyay, convenor of the website and publicity subcommittee reported the complete lack of cooperation of the current website developer, citing repeated missed deadlines and a general lackadaisical attitude, and suggested a change. It was resolved that henceforth two separate agencies will be appointed for college website upload and maintenance, and admission procedure. It was decided that the maintenance contract with the current agency will not be renewed, and an advertisement for website developer and maintenance will be put up on the college website. The need for a technical expert while choosing the agency was also acknowledged.

4. Dr. Gangopadhyay also pointed out the necessity of a well planned publicity campaign for increasing student intake. It was recommended that a budgetary allocation be made for this account, and decided that this issue will be followed up in the next meeting after a discussion of the Principal with the Accounts department.
5. It was resolved that following the directives of WBSU, the parent university, Puja vacations would be curtailed. The vacations will start from 21/10/20, and online classes will be resumed from 2/11/20. The college will again remain closed for 4 days, from 14/11/20 to 17/11/20 for Kalipuja, Diwali and Bhaiphnota. The BA BSc Part II (Supplementary) exams will be held from 2/11/20, and the Examination sub committee will conduct the online exams.
6. It was further resolved that departments will be asked to complete all Internal exams for Sems II and IV by November, as end sem exams for II & IV are likely to be held in December 2020, and that the Principal's office will issue a notice in this regard.
7. Dr Bidisha Chatterjee, convenor of the Gender Resource Centre, informed of a proposed webinar in collaboration with the Centre for Studies in Social Sciences, Calcutta (CSSSC).

The meeting ended with a vote of thanks to the Chair.

P. Bhaswara Prana.

Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaiti Mukherjee

Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan